



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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New Claims Policy Announced

This article announces the policies which will guide the claims fulfillment operations of the Library Programs Service (LPS). These policies will apply to both the backlog of claims on hand in LPS, and to future claims. Several general principles have shaped the specific policies, as they are applied to paper, electronic, or microfiche products:

- LPS will honor claims only from those libraries which have selected the publication claimed.
- LPS program managers have the authority to decide upon the claims eligibility of depository items, and will inform the depository library customers of these decisions.
- Resources will be first allocated to satisfying the initial distribution requirements; only then will the remaining stock be used to fill claims.
- At LPS' discretion, the claims copy supplied may not necessarily be in the format initially distributed.
- The most effective solution to the claims issue is to make complete and accurate initial distribution.
- LPS has an affirmative responsibility to keep the depository library community informed concerning developments in the claims operation.

Microfiche Titles

With the exception of microfiche titles on the claims core list of publications, only regional depository libraries may claim microfiche distributed by LPS. All depositories may claim claims core list microfiche titles and may continue to claim microfiche distributed by one of LPS' contractors or the Department of Energy.

LPS is also extending the claiming period for microfiche to 90 calendar days from the date of the shipping list. LPS will make every effort to insure that all timely claims are promptly filled.

As resources permit, LPS will process and fill all of the claims for microfiche which have been received prior to March 1, 1993. LPS will fill all valid microfiche claims by processing the most current shipment first and gradually working back through older shipments. Previously claims from the oldest shipments were filled first. This policy is

effective March 1, 1993.

Paper Titles

1. Current paper distribution

Also effective March 1, 1993, depository libraries may not claim publications which were distributed in paper, unless that publication is a claims core list title. This restriction applies to both regional and selective depositories.

Paper titles which are eligible to be claimed will be marked on the shipping list with two "plus" signs (+ +); libraries should not claim items unless the claims-permitted mark is present. Claims for claims core list titles will be checked against the Depository Distribution Information System (DDIS) in order to verify that the library has selected the item claimed.

LPS is limited to ordering only 20 additional copies of a given publication (3 copies for internal processing, 17 copies for claims). Within this limit, LPS will make every effort to fill all valid claims for claims core list titles. Claims copies for claims core list titles may be obtained from a variety of sources, including the Sales Program or the publishing agency. Photocopying or conversion to microfiche may also be employed at LPS' discretion.

The claiming period for claims core list paper titles is also being extended to 90 calendar days from the date of the shipping list. When filling valid claims core list paper claims, LPS will give particular attention to claims from regionals, and make every effort to insure that timely claims are promptly filled. Once the 90-day period for claiming from a shipping list has elapsed, LPS must rotate the claims stock, and any remaining copies are recycled.

2. Paper claims backlog

LPS has on hand a substantial backlog of claims for titles for which no stock is available to fill the claim. LPS will review the paper claims on hand, and attempt to fill the claims for critical titles.

CD-ROM Titles

In the interest of advancing the use of electronic formats in the depository library program, LPS will give special attention to CD-ROM products. All libraries may claim CD-ROM titles within the 90-day period described above. As with other claims core list titles, the validity of claims for CD-ROM products will be verified against DDIS.

GPO staff will attempt to obtain additional claims copies for CD-ROM titles from the GPO Sales Program or the publishing agency when necessary.

Quality Assurance

In terms of customer satisfaction and cost effectiveness, the most effective strategy for claims is prevention. LPS intends to devote additional resources to ensuring that shipments leave LPS in a complete and accurate condition. When shipments are reviewed for completeness, and determined to be accurate, the shipping list in that box is stamped and initialed. No claims will be allowed for individual titles in that shipment.

In addition to performing quality checks on individual shipments, LPS will endeavor to:

- increase the accuracy of the ordering process, in order to ensure that the correct quantity is requisitioned;
- more accurately determine quantity at the point of receipt, in order to take timely corrective action for publications received short.



Claims Core List Publications Defined

In his November 18, 1992, letter to the depository library community, the Superintendent of Documents referred to a claims core list of publications which will be accorded special treatment by the Library Programs Service (LPS).

The following claims core list has been defined by the Library Programs Service (LPS), using the list published in Appendix A of the "Guidelines for the Depository Library System" as a starting point. LPS also included a number of suggestions from documents librarians.

| Class # | Title | Item # |
|-------------|--|------------------|
| A 1.10: | [Agriculture] Yearbook | 0017 |
| A 1.47: | Agricultural Statistics | 0001 |
| AE 2.106: | Federal Register* | 0573-C or 0573-D |
| AE 2.106/2: | List of Sections Affected, Code of Federal Regulations | 0573-C or 0573-D |
| AE 2.106/3: | Code of Federal Regulations* | 0572-B or 0572-C |
| AE 2.108/2: | U.S. Government Manual* | 0577 |
| AE 2.109: | Weekly Compilation of Presidential Documents* | 0577-A |
| AE 2.111: | Statutes at Large* | 0576 |
| AE 2.114: | Public Papers of the President | 0574-A |
| C 1.108/2: | Franchise Opportunities Handbook | 0231-B-04 |
| C 3.134: | Statistical Abstract of the U.S.* | 0150 or 0150-B |
| C 3.134/2: | | |
| C 82/2/date | County and City Data Book* | 0151 |

| | | |
|---------------|---|------------------|
| C 3.134/2: | | |
| H 62/970 | Historical Statistics of the United States* | 0151 |
| C 3.186: | Current Population Reports | 0142-C to C-15 |
| C 3.163/3: | Census Catalog and Guide* | 0138 |
| C 3.223/-: | Census of Population and Housing * | 0159-C-01 to 53 |
| | | 0156-K-01 to 53 |
| | | 0159-B-01 to 53 |
| | | 0156-M-01 to 53 |
| C 3.224/-: | Census of Housing * | 0156-B-01 to 53 |
| C 13.22: | Journal of Research of NIST | 0246-E |
| C 51.9/3: | Government Reports Announcements and Index | 0270 |
| C 51.9/4: | Annual Index, Government Reports | |
| | Announcements and Index | 0270 |
| C 59.11: | Survey of Current Business | 0228 |
| C 59.18: | Local Area Personal Income | 0130-D-04 |
| ED 1.109: | Condition of Education | 0461-A-12 |
| ED 1.326 | Digest of Education Statistics | 0461-D-09 |
| EP 1.67: | EPA Journal | 0431-I-66 |
| GP 3.8: | Monthly Catalog of United States Government | |
| | Publications* | 0557-A or 0557-B |
| GP 3.22/2: | Subject Bibliographies* | 0552-A |
| GP 3.22/3: | Publications Reference File* | 0552-B |
| HE 3.3: | Social Security Bulletin | 0523 |
| HE 3.6/8: | Social Security Handbook | 0516-C-01 |
| HE 20.4010: | FDA Consumer | 0475-H |
| HE 20.6210: | Vital Statistics of the U.S. | 0510 |
| HE 20.7009/4: | MMWR | 0508-A-03 |
| I 28.37: | Minerals Yearbook | 0639 |
| J 1.14/7: | Uniform Crime Reports | 0722 |
| J 29.9/6: | Sourcebook of Criminal Justice Statistics | 0968-H-06 |
| JU 6.8: | United States Reports* | 0741 |
| L 2.3/4: | Occupational Outlook Handbook | 0768-C-02 |
| L 2.3/5: | Handbook of Labor Statistics | 768-C-03 |
| L 2.6: | Monthly Labor Review | 0770 |
| L 2.38/3: | CPI Detailed Report | 0768-F |
| P 1.10/8: | National Zip Code Directory | 0839-A-03 |
| PR 42.9: | Economic Report of the President | 0848 |
| PREX 2.8: | Budget of the United States Government* | 0853 |
| PREX 2.20: | Catalog of Federal Domestic Assistance* | 0853-A-01 |
| PREX 3.15: | World Factbook | 0856-A-07 |
| S 9.10: | Treaties and Other International Acts of the U.S. | 0899 |
| SI 1.20/2: | Handbook of North American Indians | 0909-D-01 |
| T 22.23: | Internal Revenue Bulletin | 0957 |
| T 63.103/2: | Treasury Bulletin | 0926-A |
| X: | Congressional Record (bound) MF* | 0993-A |
| X | Congressional Record (bound) Index and Daily | |
| | Digest* | 0993-B or 0993-C |
| X/A: | Congressional Record (daily) | 0994-B or 0994-C |

| | | |
|---------------|--------------------------------|------------------|
| Y 1.1/3: | Senate Documents | 0996-A or 0996-B |
| Y 1.1/4: | Senate Treaty Documents | 0996-A or 0996-B |
| Y 1.1/5: | Senate Reports | 1008-C or 1008-D |
| Y 1.1/6: | Senate Executive Reports | 1008-C or 1008-D |
| Y 1.1/7: | House Documents | 0996-A or 0996-B |
| Y 1.1/8: | House Reports | 1008-C or 1008-D |
| Y 1.2/5: | United States Code* | 0991-A or 0991-B |
| Y 3.T 22/2: | [OTA] Reports and Publications | 1070-M |
| Y 4.EC 7:EC 7 | Economic Indicators | 0997 |
| Y 4.P 93/1: | Congressional Directory* | 0992 |

* Item appeared on the basic collection list in the "Guidelines."

In addition, all CD-ROM products, all decennial census publications, and all LPS publications issued under item number 0556-C will be treated as claims core list titles.

The first function which will be affected by use of the claims core list is printing additional stock to make up shortages for titles distributed in paper. Going back to press is extremely expensive, as LPS must absorb all of the set-up charges, instead of obtaining the publications at the rider rate. In order to avoid this expense, LPS will go back to press only for the claims core list publications. This decision was implemented in December, 1992. It should be noted that the occurrence of shortages is being reduced by using the growing ACSIS (Acquisitions, Classification, and Shipment Information System) database, which is improving accuracy in placing printing requisitions.

Second, claims fulfillment services for items distributed in paper format and CD-ROM format will be limited to claims core list titles for all depository libraries.

LPS considers this to be an evolving list, and will continue to accept and evaluate suggestions from the depository library community for other titles to supplement the claims core list. These suggestions should be mailed or faxed to:

Claims core list
 Chief, Administrative Support Group
 Stop SL
 U.S. Government Printing Office
 Washington, DC 20401

Fax: 202-512-1432

Alternatively, send E-Mail messages to Gil Baldwin, LPS6, on the Federal Bulletin Board (202-512-1397).



Depository Library Council Seeks Recommendations On Developing More Effective Communications

The Communications Committee of the Depository Library Council is currently engaged in developing recommendations for mechanisms that will bring about more effective communications among the GPO, the Federal Depository Library community, the Depository Library Council and Federal publishing agencies. As part of this process, the Committee is planning to hold an open discussion meeting at the upcoming Federal Depository Conference in April, in order to gain input from depository librarians.

There are four major questions that the Committee would like to address in the open discussion.

- How can GPO and the depository library community communicate efficiently on operational issues and problems affecting depository libraries?
- How can the Depository Library Council and the depository library community best communicate?
- Is there a mechanism for the depository library community to have input to the agendas and lists of discussion issues for the Federal Depository Conference and the Interagency Depository Seminar?
- Is there a systematic way for agencies and the depository community to communicate with one another?

To all those who will be attending the Federal Depository Conference, please give these questions some thought, and plan to attend our open meeting on Thursday, April 22, 1993, from 5:00 to 7:00 p.m. at the Rosslyn Westpark Hotel. The discussion will be informal and open, but not open-ended. We intend to make good use of all the ideas that we can gather at this meeting in our recommendations to Council. Please come and speak out.



**Public Printer Robert W. Houk's
Statements before the
Subcommittee On Legislative Appropriations**

Committee on Appropriations
House of Representatives
On
Appropriations Estimates for Fiscal Year 1994
January 27, 1993

[Extract from oral testimony]

Our request for the Salaries and Expenses Appropriation represents an increase of \$4.6 million, or about 14 percent, over the funding approved for fiscal year 1993. Approximately \$3.5 million of the increase is needed to cover anticipated printing and distribution requirements. The balance is for projected price level changes and mandatory pay and related costs.

Our recent actions with regard to the Depository Library Program have been the subject of much discussion. Under the current conditions of rising costs, we have been reviewing printing and binding expenses in an effort to optimize the service that can be delivered to depository libraries within available funding resources. In order to maintain the widest possible range of publications for selection, we have focused on improvements in internal operating

systems and productivity. Additional reductions in rising printing and binding costs have been sought through other measures, such as the elimination of duplicative distribution, reductions in claims copies, and the utilization of alternative formats, such as microfiche and CD-ROM discs, when they are more cost-effective than paper.

Under the current conditions of rising costs, we have been reviewing printing and binding expenses in an effort to optimize the service that can be delivered to depository libraries within available funding resources.

--R. W. Houk

GPO's goal has always been to increase public access to Government information through Superintendent of Documents programs. The management actions we have taken maintain the information content of the publications we distribute, although not necessarily in the currently available range of formats. As you know, there has been concern with some portions of our plan. I assure you that GPO will continue to work with the Joint Committee on Printing, the library community, and the Appropriations Committees to ensure the most cost-effective operation of the Depository Library Program without interrupting the flow of Government information that is essential to library information users.

[Extracts from written testimony]

Salaries and Expenses Appropriation

Our request for the Salaries and Expenses Appropriation of the Superintendent of Documents for FY 1994 represents an increase of \$4.6 million, or about 14 percent, over the funding approved for FY 1993. The total amount includes \$29,070,000 for distributing publications to depository libraries; \$2,956,000 for cataloging and indexing Government publications; \$815,000 for distributing publications to International Exchange Program libraries; and \$866,000 for distributing by-law copies of publications. We are requesting authorization to use a portion of these funds, not to exceed \$2,000,000, for producing and disseminating Congressional Serial Sets and other related Congressional/non-Congressional publications for 1991 and 1992 to depository and other designated libraries. Of the total increase requested for FY 1994, \$4,043,000, or 87.5 percent, is associated with the Depository Library Program.

... An increase of \$3.5 million is requested to cover anticipated printing and distribution requirements for FY 1994. The majority of this amount is for producing and disseminating Congressional Serial Sets and other related publications for 1991 and 1992, for conversion to microfiche of the bound Congressional Record for years 1985 to 1993, for contractual cataloging support, and for providing publications to an anticipated 14 new depository libraries.

GPO's goal is to increase public access to Government information through Superintendent of Documents programs. Accordingly, we have reviewed printing and binding expenses in an effort to optimize the service that can be delivered to depository libraries within available resources. In order to maintain the widest possible range of publications for selection by the depository libraries, GPO has focused first on improvements in internal operating systems and productivity, such as those achieved through the new Acquisition, Classification and Shipping Information System (ACSIS) and enhancements to the mail manifest system that optimize postage utilization.

Additional reductions in printing and binding costs have been sought through the elimination of duplicative distribution; reductions in claims copies; and the utilization of alternative formats, such as microfiche and CD-ROM discs, when they are more cost effective than paper. These management actions maintain the information content of the publications we distribute, although not necessarily in the currently available range of formats. This year, for example, we have limited distribution of hard-bound Congressional Serial Sets, beginning with the First Session of the 102nd Congress, to regional depository libraries, with the initial paper and microfiche editions continuing to go to other libraries that select it...

Status of Pilot Projects

In 1987, the Joint Committee on Printing (JCP) directed GPO to test the feasibility and practicality of disseminating Government publications to depository libraries in electronic formats. In 1988, GPO and the JCP identified five candidates for pilot projects, representing a variety of agencies, types of databases, and technologies. A plan for the operation of the

pilot projects was approved in 1989. All of the projects were covered by available funds. At the request of this Subcommittee, the pilot project plan included the provision of technical assistance by the General Accounting Office in the implementation, data collection, and evaluation of the pilot projects.

All of the pilot projects are expected to be completed by the end of this coming summer and a final summary report should be issued by the end of 1993. A report on the Congressional Record CD-ROM project was delivered to the JCP in December 1992. Copies are to be distributed to all depository libraries. The report indicated general acceptance of a CD-ROM version but there was dissatisfaction with the prototype, including the particular software used and the ease of finding information. Reports on the other four projects will be issued no later than this summer.



Problem Item Number Survey Results

The Library Programs Service (LPS) requested the assistance of the depository community in identifying the most problematical item numbers in a survey published in Administrative Notes, v. 13, #21 (10/31/92). In January 1993, the survey also appeared on the electronic listserve GOVDOC-L.

By February 1, 106 depository libraries (7.5% of the total number) responded to the problem item number survey. The top 30 most troublesome item numbers identified by these libraries are listed below. LPS staff will investigate these item numbers and split them wherever appropriate.

| Item # | # Votes | Item # | # Votes | Item # | # Votes |
|-------------|---------|-----------|---------|-----------|---------|
| 0508-E | 14 | 0431-A-17 | 8 | 0863 | 7 |
| * 0429-J-01 | 13 | 0582-E | 8 | 0084 | 6 |
| 1089-K | 13 | 0624-B | 8 | 0141-A | 6 |
| 0314-A | 10 | 0823 | 8 | 0431-I-07 | 6 |
| 0500-E | 10 | 0968-H-13 | 8 | 0507-G-02 | 6 |
| 0769-P | 10 | 0078-A | 7 | 0508-G | 6 |
| 0831-B-01 | 10 | 0080-F | 7 | 0546-D | 6 |
| 0080-G | 9 | 0445-A | 7 | 0771-B | 6 |
| 0768-F | 9 | 0455-G-11 | 7 | 0956 | 6 |
| 0146-E | 8 | 0610-A | 7 | 0956-J | 6 |
| 0344-G | 8 | 0831-B-02 | 7 | | |

LPS appreciates the cooperation of those librarians who took the time to comment.



Remarks from the Chair of the Depository Library Council at ALA - Denver

January 23, 1993

by Gary Cornwell

When I was asked to speak at this update, I decided not to simply rehash our last Council meeting. Rather, I felt an obligation to share with you some of the insight that I have gained into the GPO and the Depository Library Program from my unique position as Chair of Council. Now, if this news comes as a disappointment to you, if you were expecting a recount of our last meeting, I would refer you to the December 15th issue of Administrative Notes and to the excellent summary of that meeting prepared by Susan Tulis. I would caution you, however, that these are unparalleled times in the history of Council and the depository library program and it's my observation that we can no longer assume the status quo.

In the days before the reorganization of the Depository Library Council, when Council would get together for their organizational meeting each Spring, the Chair of Council would look to the incoming members and tell them to look closely at the faces surrounding them for they would be their only friends for the next 3 years. Indeed, based on the format of Council business, this was exactly the case. Twice a year Council would get together to tell GPO what they were doing wrong. At the same time, they never went quite as far as some depository librarians would have liked. Council was, in fact, caught in the middle and could please no one.

Council is moving ahead, the program will move ahead, and the challenge to us is to lend direction and purpose to that movement.

--Gary Cornwell

Council Reorganization

With the reorganization of Council in 1991 the role of Council changed dramatically. There were (and some would argue still are) some transitional problems, but as far as Council being caught in the middle, it seemed that perhaps that might have become a thing of the past. SO IT SEEMED. I can't speak for all the members of Council, but as Chair I can attest to the fact that not much has changed -- we still seem to be caught in the middle. With regard to GPO, Council is now a policy advisory body, which on the surface would seem to downplay the confrontational role of the past. I can tell you, however, that during the past two years I have spent many hours in frank and deliberate conversations with both the Superintendent of Documents and the Director of LPS. They, I might add, have been just as candid and open with me. Although I wouldn't necessarily term these discussions as confrontational, suffice to say that we were not always in agreement. However, despite our differences, there was always respect as well as give and take on both sides. As a result, in many cases these discussions proved to be quite productive. In fact, the continuing evolution of Council has been in a large part a result of those conversations. I am convinced, despite what I read on GOVDOC-L, that the current GPO administration is not out to ruin the DLP.

Council is moving ahead, the program will move ahead, and the challenge to us is to lend direction and purpose to that movement. Based on my observations, GPO is anxious for our support and assistance and have openly demonstrated that commitment throughout my tenure as Chair.

Regarding the depository library community, I know that the reorganization of Council has been rough. If any of you read Bob Dugan's article in Government Information Quarterly a couple of months ago, you will know that it has been rough on us also. I also know that some members of ALA and the depository library

We are indeed fortunate to be in a position to help effect the future direction of the program.

--Gary Cornwell

community were upset with an organizational meeting that Council had last fall. In particular, they were upset with the election of a new chair of Council and the revision of our bylaws at that meeting. It is unfortunate if anyone was offended by our actions. First and foremost I am a practicing documents librarian, and my primary allegiance is to the continued betterment of the program. Council is currently made up of leaders from all the major library groups, including 2 past Chairs of GODORT, and I can assure you that it was not our purpose to deceive you or keep you in the dark. Without going into the history of Council or the reasoning behind our actions, I will simply say that no matter how future chairs of Council are selected, there will always be a formal confirmation process at an open and public meeting of Council. I trust that this action will lay this issue to rest once and for all.

Revision of Bylaws

The revision of the Council bylaws is an entirely different matter and begins to get at the heart of what I really want to talk about today--i.e., the future direction of the Depository Library Program ; where we want to be 5 years from now; and most importantly, the need for increased cooperation among the various stakeholders in the depository library program. While, in my opinion, there is still room for improvement, I am basically very happy with the current role and direction of the Depository Library Council. We are indeed fortunate to be in a position to help effect the future direction of the program. In addition, Council is working closely with Wayne [Kelley] and Judy [Russell] to vitalize that role even more. Any of you who were at the first meeting of the revised Council can see just how far we have come in a short period of time. I should point out however, that no matter what our role, it was and will continue to be our intention to take a no holds barred approach to the problems/issues facing the program. I have heard that some people took exception to certain ideas brought up at our last meeting, but please remember the Depository Library Program is going through some tough times and the Council must be prepared to consider all possible solutions. We cannot be constrained in our deliberations by the beliefs of any organization or individual. The Public Printer has appointed a diverse group of individuals to his Council and as a result we will quite naturally provide him with a diverse group of opinions. Some good, some not so good, but they will all be put on the table for discussion.

So how does all this relate to the bylaws? Let me try to tie that together. While there was never a formal vote, it was fairly evident to everyone concerned, that with the reorganization of Council in Boston, the Public Printer declared the current bylaws of Council

invalid. The purpose of the Council as outlined in the bylaws was not the role that the new Public Printer envisioned for his Council. Consequently, to try to adhere to one portion of that document while the vast majority of it was being ignored or had been changed seemed senseless. In effect, we had been operating without bylaws for over a year. As a result, Council set about revising the old bylaws into a charter that more closely reflected the current role of Council. At the same time, we attempted to design the charter to be flexible enough not to inhibit future advisory roles that Council might undertake. It was our belief that with a changing of the guard and with a new Public Printer coming aboard it was imperative for us to have a document in place that documented our role in helping to shape Depository Library Program policy. In this effort we relied on past and present members of Council as well as prominent members of GODORT. In our opinion, the resulting document appears to have attained those goals, though it is still open to revision. The new charter will be published in an upcoming issue of Administrative Notes and Council certainly welcomes any comments that you may have regarding this document. After reviewing the comments and making any appropriate changes, we hope to be able to formally adopt it at our next meeting.

I say formally adopt it, because at our last Council meeting it was adopted so that we would have an operating document in place for conducting business. However, Council is reluctant to officially adopt the Charter until another document can be developed and put in place.

Communications Subcommittee Formed

As many of you might have guessed that document must address operational issues and how they are handled. With the reorganization of Council, the one area of immediate and widespread concern was how to deal with operational problems. Council, federal agencies, the depository library community, and the GPO are all keenly aware of this problem. Despite a couple of efforts, the problem has still not been adequately addressed. To help resolve this situation, at the request of the Superintendent of Documents, a Communications Subcommittee of Council was formed last fall. The primary charge to this committee is to develop recommendations that will bring about more effective communications among the GPO, the Federal Depository Library community, the Depository Library Council and Federal publishing agencies. The subcommittee under the direction of Sandy Morton-Schwalb has identified 4 major areas of concern that they would like to address:

- 1) How can the GPO and the depository library community communicate efficiently on operational issues and problems affecting depository libraries?
- 2) How can the Depository Library Council and the depository library community best communicate?
- 3) Is there a mechanism for the depository library community to have input to the agendas and lists of discussion issues for the Federal Depository Conference and the Inter-Agency Depository Seminar?
- 4) Is there a systematic way for agencies and the depository community to communicate with one another?

To gain input from depository librarians, the Subcommittee will be hosting an open discussion on these questions at the Federal Depository Conference next April. The meeting will be held Thursday night from 5:00 until 7:00 and all conference attendees are urged to attend. Let me stress, however, that the open discussion will be conducted on a basis similar to the Technology Tea that Jane Bartlett held a few years back. In other words, we want specific suggestions and ideas on these topics. We do not want to reiterate old topics in an unfocused Open Forum environment. I was encouraged to hear Linda Kopecky's update at Steering yesterday where she mentioned that one of the Federal Documents Work Groups will be dealing with operational issues. I hope that ideas and suggestions identified in the work group will be brought forward to the April meeting.

Following the Subcommittee's meeting, it is hoped that a document can be developed that provides an acceptable avenue for dealing with operational and communicative issues. A document that all interested stakeholders, including GPO and the depository library community, can buy into. With this document in place, Council can without reservation adopt our new Charter. Under the guiding principles of these two documents the Depository Library Community will be better represented than at any time in its history.

Program Support Needed

Unfortunately, it appears that this representation may not be enough. As the recent budget shortfall at GPO vividly illustrates, some -- including myself -- would argue that the Depository Library Program is withering on the vine. Since my involvement with documents, GPO's budget has remained relatively constant while the costs of operating the program have sky-rocketed. In recent years GPO has presented needs based budget proposals to Congress, but these efforts have not resulted in increased appropriations. Indeed even if the 33 million dollar proposal presented by GPO this year was approved it would only allow us to go back to where we were a few years ago -- it would not allow for new growth or expansion. All this seems to drive home the point that the problem is not GPO trying to be effective managers and making the cuts necessary to stay within their budget. The problem is their budget. What is lacking is widespread congressional support for the program. This is complicated because at the same time, it is becoming increasingly difficult for our voices to be heard in the halls of government. Increased pressure on the 103rd Congress to cut the deficit will make our job even tougher.

So how do we change this trend... How do we garner support for the program? With GPO's budget shortfall, we saw how effective a letter writing campaign can be. Even at a time when Congress was not in session the hundreds of letters that came forward in support of the program had an effect. However, the inability of these efforts to gain additional monies for the Depository Library Program underscores the need for us to develop a comprehensive document -- supported by all groups -- that outlines where we want the program to be in five years and how we go about getting there. In other words, instead of Notre Dame writing to their Congressman and telling him how important DOE microfiche is to the program, instead of Florida Institute of Technology (a small depository next to Cape Kennedy) writing to their Congressman and telling her how important the NASA microfiche is to the program, instead of all these fragmented letters, if we had one comprehensive document that could be printed and sent to all Congressman and Senators that focused on the role of the Depository Library Program in meeting the information needs of the American

public, then everyone could write in support of that document. As the gap between large academic research libraries and smaller academic and public libraries increases, the need for a unifying strategic plan for the Depository Library Program becomes more evident. By promoting a common document we might get some action... rather than simply reacting to each new crisis.

As the gap between large academic research libraries and smaller academic and public libraries increases, the need for a unifying strategic plan for the Depository Library Program becomes more evident.
--Gary Cornwell

Independent Voice for Depositories

At best, these are uncertain times for depository libraries. There are a number of policy initiatives out there dealing with government information and many are ignoring or downplaying the role of depository libraries. One need to look no further than A-130 or the NTIS Gateway Project to realize this. As a result, it is becoming increasingly obvious that a major handicap affecting the Depository Library Program is that there is no group or professional organization out there whose primary mission is to represent the needs of depository libraries. One might argue that this is a role served by GODORT or Council. However, as a multi-faceted organization, representing the needs of not only Federal depository libraries, but also state, local, national and international document librarians, this is not what GODORT was set up to do. Furthermore, as has been driven home to us on a number of occasions, GODORT is not a policy making board within the American Library Association. Without question, policy choices and decisions regarding the Depository Library Program will be made in the next few years. We cannot afford to continue in a position where others are making those decisions for us without having our own direct input. With regard to Council, no matter what our organizational role, we are essentially an advisor to the Public Printer and our mission is constrained to that role. As a result of these limitations, our evolution has been piecemeal and our effectiveness limited.

ALA, on the other hand, with its 55,000 members is certainly not intended to be a voice for depository libraries. Indeed, while they are frequently the same, our policy beliefs are not always consistent with those of ALA. Similarly, as we saw last year during library legislative day, ALA may be pushing an agenda that is great for the development of libraries, but has nothing whatsoever to do with depository libraries. Additionally, while ALA supported legislation such as the GPO WINDO bill and does support ideas fundamental to the future of the program, it does very little to assist depository libraries on a day-to-day basis. Furthermore, if bills such as the GPO WINDO pass Congress without additional monies attached to them, they could actually have a detrimental effect on the program. I realize that this is not the goal of ALA or other groups supporting passage of these bills, however, given the political climate of Washington these days it is a distinct possibility.

It appears that the time has come for the development of an independent group to represent depository libraries. This group could not only represent the interests of depository libraries on Capitol Hill, but it may also be the ideal organization for dealing with operational issues as well. Without the overhead and membership dues of other organizations, it could truly represent all depository libraries. By holding meetings in conjunction with other events such as the Federal Depository Conference or the Fall Council Meeting, it could become an

effective and reputable organization in a relatively short time. Let me stress that this is not to say that GODORT should fold or that this group shouldn't work with ALA or SLA or AALL or even the IIA. I have been and will continue to be one of GODORT's biggest supporters. Our cataloging preconferences have raised over \$8,000 for GODORT during the past 3 years. The educational as well as technology service role of GODORT should be emphasized and expanded. I know that there is at least one proposal being discussed at this conference that supports this type of reorganization of GODORT and I hope that it is given serious consideration by the membership.

Similarly, the advisory role of Council should continue to evolve so that it becomes a more effective voice in the development of GPO policy. But, to have an independent organization devoted solely to the needs to depository libraries, an organization that could take the lead and be the rallying point for other organizations in the development of government information policy, is just the shot in the arm that we need right now. The development of such a group, be it the Friends of Depository Libraries or the Depository Library Association, will be discussed at both the Regional Depository Librarians Meeting and the Council Open Forum at the Federal Depository Conference. I invite all interested parties -- either for or against the development of such a group -- to speak up at either of these meetings and let their feelings be known. I also invite those with alternative ideas to let their feelings be known at these meetings.

Where is Council Headed?

Now then, with this said, where is Council headed? We are very much committed to helping shape the future structure of the Depository Library Program. Our last meeting served as an introduction into this topic and we will continue to work in this area at our next meeting. Additionally, under the editorship of Bob Oakley, Council is preparing a background document on the restructuring of the program. It is our hope that this document can be combined with other existing articles and reports and that the resulting document can serve as the comprehensive document that I referred to earlier. This, however, is a big task, especially the part about preparing a document that everyone can agree with and support. But, from my vantage point as Chair of Council, it is abundantly clear that the only way this program is going to survive and prosper is if we all join hands and work together toward a common goal. We must turn our diversity and differences to our advantage. We must be willing to sit down and openly discuss the issues. By this I mean not simply spouting off existing organizational rhetoric, but actually discussing the issues. Just as Council has grown this past year through the process of meaningful negotiation, the only way that the Depository Library Program is going to prosper is if there is some give and take on both sides. Some notions, such as free public access to government information, may be non-negotiable, but this is not to say that there is no role for the private sector in the production and dissemination of this information. Cooperation, trust and a willingness to take a critical look at the program and how it should be structured in the electronic environment are essential to our future.

We must also be willing to take advantage of each and every opportunity that comes along to have a voice in the future of the program. For example, as a result of recommendations made at the last Council meeting, 5 regional librarians had an opportunity to spend 3 days with GPO staff helping to identify various options for dealing with the recent

budget shortfall. I can tell you, on behalf of all the participants, that it was not a pleasant undertaking. We knew when we went up there that we were stepping into a no win situation, and now as GPO begins the process of implementing these cuts it is clear that we are all losers. However, from our viewpoint, it was an opportunity to be heard, and the alternative to not participating was to have no voice. Unfortunately, since I've been in Denver, I have heard it argued that we should have not participated in this forum. I'm deeply disturbed by this notion, as I've said: these are tough times and to duck the issues behind a shroud of idealism just isn't going to cut it anymore. GPO's budget shortfall is real and cuts are going to have to be made. We did not tell GPO what to cut, the ultimate decision of what to cut was theirs. We identified a whole room full of options... some that we liked, some that we didn't. Some that GPO bought into and some that they didn't. I can assure you, however, that to not participate in the process was never an option. I fear that in the next few years many more difficult decisions will have to be made and on behalf of Council I can assure you that it is our belief that participating in these decisions certainly beats having them dictated to you.

In the coming year, Council will continue to address the problem of increasing need in a time of decreasing budget. In these efforts, we gladly seek the assistance of any group or individuals willing to pitch in and offer meaningful dialog. Similarly, we will continue to take advantage of any opportunity that might arise for us to participate in other venues. The next couple of years are not going to be easy. Congressional support for the program -- particularly with money -- must be our number one priority. If and how we go about attaining that goal will be our epitaph.



Readers Exchange

A Useful Stamp Prevents Untimely Discards

Michele McKnelly, depository librarian at the University of Wisconsin-River Falls, explains how a simple stamp helped solve a previously persistent problem.

Do library staff members from outside the Documents Area sometimes do an illegal weeding for you? When I first came to UW-RF I had this problem. Although other staff members from outside of the documents department had been given both verbal and written instructions NEVER to throw away anything with a depository stamp on it, somehow they just could not remember. Then we started applying this stamp, in red!

DO NOT DISCARD
Return to
GOVERNMENT
DOCUMENTS

It is applied to any depository item which is not shelved in the documents collection. This has stopped other library personnel from helping us out with our discards. The only drawback is that well meaning circulation students will sometimes return items with this mark. The documents staff explains what the stamp means, why we use it and then briefly explain a little more about our department. This arrangement has been satisfactory for everyone involved.



Update to the Superseded List Initiated

The Library Programs Service (LPS) has developed a form entitled "Update to the Superseded List" for the depository community. This update will assist documents librarians in disposing of superseded materials **before** the normal 5-year retention period for non-superseded materials. Documents listed in the Superseded List or in its updates **do not** need to be submitted on a weeding list for Regional library approval. The updates, numbered sequentially throughout the calendar year, will become an irregular feature in Administrative Notes.

LPS staff will produce the updates as information received from Federal agencies and documents librarians is verified.

The early release of this information should enable libraries to update their collections on a timely basis. The Depository Services Staff plans to issue complete revisions of the Superseded List biennially.

Please submit any additions, corrections, or other changes to:

Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

The 1992 Superseded List was distributed to all depositories on shipping list 92-0481-P, dated August 28, 1992 (GP 3.2:SU 7, item number 0556-C). Additional copies may be obtained by contacting:

Diane Norman
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401



Update to the Superseded List

February 9, 1993

1993-01

| Class no. | Item no. | Title | Status |
|---------------|-----------|--|-------------------------|
| D 212.16: | 0307-A-01 | Hazardous Material Control & Management/Hazardous Materials Information System | Keep latest edition |
| E 3.34/2: | 0429-K-04 | Oil and Gas Field Code Master List | Keep latest edition |
| GP 3.29: | 0556-C | Handbooks, Manuals, Guides | Keep latest edition |
| GS 12.15/2: | 0559-J-01 | FIRMR/FAR Regulations | Keep latest edition |
| HE 20.3624: | 0508-V | Entrez: Sequences | Keep latest edition |
| L 2.53/2: | 0768-T | News, the Employment Situation | Superseded by L 2.41/2: |
| L 2.115: | 0768-T-02 | Real Earnings | Superseded by L 2.41/2: |
| L 29.16: | 0749-E | Foreign Labor Trends | Discard if revised |
| L 35.26: | 0744-G-01 | OSHA Documents and Files | Keep latest edition |
| LC 26.7-2: | 0823-A-01 | Library of Congress Subject Headings in Microfiche | Keep latest edition |
| Y 1.2/5: | 0991-B | United States Code | Keep latest edition |
| Y 3.C 76/3:26 | 1062-C-20 | CPSC Public Calendars | Keep current year only |

The E-Report

Status of Federal Electronic Information

February 9, 1993

1993-01

| Agency | Item # | Class # | Title/Format | Status |
|-------------|--------|----------|---|--|
| State Dept. | 0863-B | S 1.142: | Foreign Affairs on CD-ROM. (Tentative title) CD-ROM | Disc not pre-mastered yet. Estimated delivery summer 1993. |

Update to the List of Classes

February 9, 1993

1993-03

| Class no. | Item no. | Change/Notice |
|--------------|-----------|--|
| C 61.39/4: | 0231-B-19 | Trade World Pennsylvania & Delaware.(P) New. |
| C 61.39/5: | 0231-B-19 | Trade World New York. (P) (Quarterly) New. |
| D 114.7/2: | 0345 | United States Army in World War II, Reader's Guide. (P) (Irregular) New. |
| I 53.56: | 0631 | State of the Public Range in Wyoming. (P) New. |
| NF 2.8/2-32: | 0831-B-04 | International, Application Guidelines for Fiscal Year.... (P) New. |

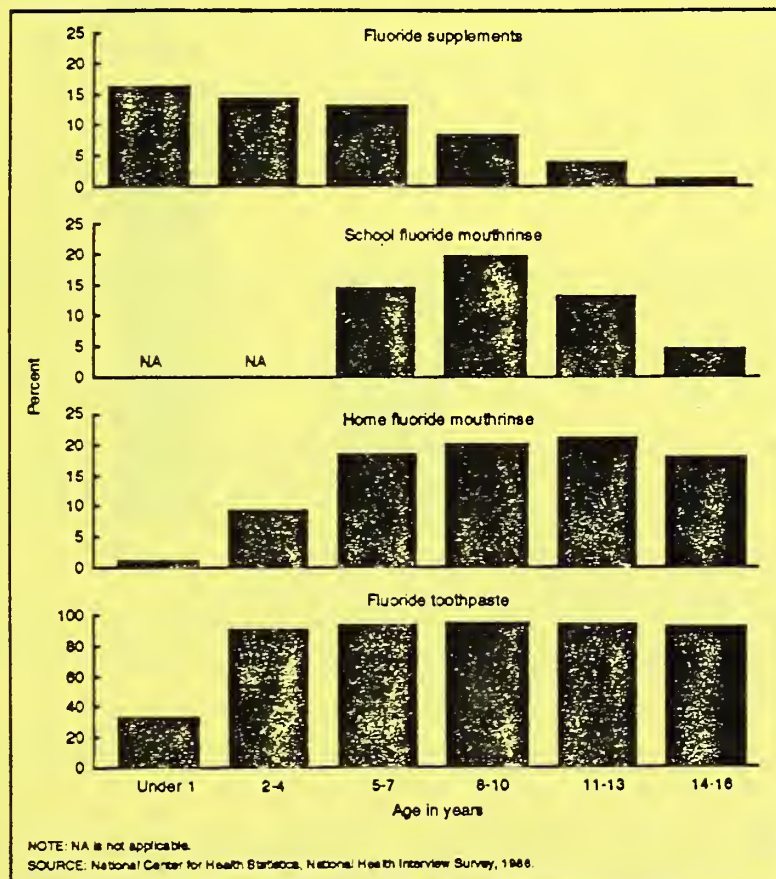


Figure 2. Percent of children using dental care products containing fluoride by age, fluoride supplements, school fluoride programs, fluoride mouthrinse, and toothpaste: United States, 1971-87

Illustrations on this and the following page are taken from *Advance Data from Vital and Health Statistics*, no. 219, Nov. 20, 1992. National Center for Health Statistics. HE 20.6209/3:219

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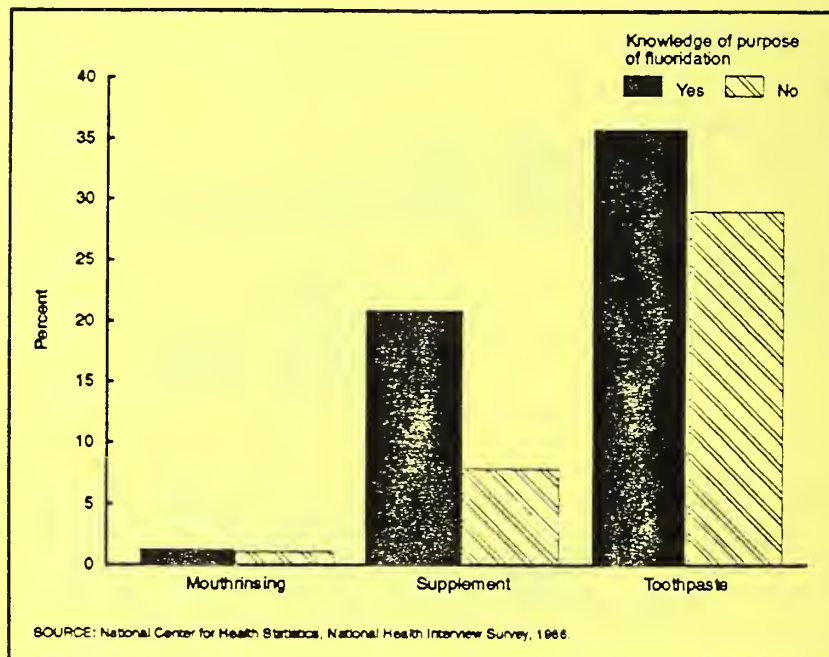


Figure 4. Percent of infants and toddlers under 2 years of age using dental care products containing fluoride by respondent's knowledge of the purpose of fluoridation: United States, 1986

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